

Course Outline: ENBUS 306 Research Design

This year ENBUS 306 is being 'held with' INTEG 340. That means that both students from the Environment and Business program and the Knowledge Integration program will be taking this course together for the first time. This should provide us with a great opportunity for some cross disciplinary learning. To make it easier for nomenclature, I'll just refer to the course as ENBUS 306 - but don't worry KI, I won't forget about you!

Contact Information

The contact information for the course instruction team is located in the table below (Contact Us). I know it is tempting to shoot me (Dan) and email anytime you have a question but we do have a large class, in two programs, taking the course in two formats (online and hybrid). You will get a faster response if you follow the following communication protocols:

- For general questions about course structure or content that would benefit the whole class (i.e., team formation, lecture content) please post your question to the **Ask The Instructor Discussion** Forum. I will check this every weekday and respond quickly. Similarly, if you have a question to ask, be sure to check the Ask The Instructor Discussion Forum to make sure it has not been addressed already.
- For questions about your tutorial or about the assessment please contact your TA (a TA will be allocated to each tutorial group). I will be in constant contact with the TAs and will help to answer any questions. The purpose of having the TA answer is these questions is to ensure that there is consistent responses for all students in the tutorial.
- Finally, if you have a question of a personal nature (e.g., relating to your enrollment, health or well-being, etc.) please contact the course instructor directly.

Announcements

Your instructor uses the **Announcements** widget on the Course Home page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed. You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click **Show All Announcements**.

Discussions

Your instructor has provided an **Ask the Instructor** discussion forum. Use the Ask the Instructor Forum when you have a question that may benefit the whole class. Also, check this forum to see if your question has already been answered before reaching out to your instructor.

Contact Us

Who and Why	Contact Details
Instructor and TA <ul style="list-style-type: none">Course-related questions (e.g., course content, deadlines, assignments, etc.)Questions of a personal nature	<p>Post your course-related questions to the Ask the Instructor discussion topic*. This allows other students to benefit from your question as well.</p> <p>Questions of a personal nature can be directed to your instructor.</p> <p>Instructor: Dan Murray dan.murray@uwaterloo.ca</p> <p>Office Hours: In person and online on Thursday by appointment via Bookings site</p> <p>EV3: Room 4241</p> <p>TA: TBA</p> <p>Your instructor checks email and the Ask the Instructor discussion topic* frequently and will make every effort to reply to your questions within 24 hours, Monday to Friday. When emailing the instructor, please indicate the course code in the subject line.</p>
Technical Support <ul style="list-style-type: none">Technical problems with Waterloo LEARN	<p>learnhelp@uwaterloo.ca</p> <p>Include your full name, WatIAM user ID, student number, and course name and number.</p> <p>Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).</p> <p>LEARN Help Student Documentation</p>
Student Resources	<p>Student Resources</p> <ul style="list-style-type: none">Academic adviceStudent successWatCardsLibrary services and more

*Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation bar above.

Tutorial Times:

In person (for those taking this option): Wednesday, 11:30 pm to 12:20 pm

Online (via Teams): Wednesday, 11:30 pm to 12:20 pm

NOTE: If health guidance/protocols require the suspension of in-person classes the in-person tutorial will move online as a Teams meeting. Course content has been designed with this in mind and any change to the delivery model should not impact learning or assessment.

Course Description and Learning Outcomes

Course Description

This course introduces students to the basic principles, concepts, and values of doing research in environment and business. It will examine different research strategies and designs; define research questions; address ethical issues of involving human subjects in business research; identify primary and secondary data sources; and assess the effectiveness of various ways of communicating research results. This course takes stock of the quantitative research methods covered in earlier ENVS courses and introduces the basics of qualitative, quantitative, and mixed methods to provide further foundation for the fourth-year research projects.

Learning Outcomes

By the end of this course, students should be able to:

- See the value of research for decision making (both within and outside of academia);
- Feel comfortable undertaking basic research design - that is look at a problem and make decisions about how to best collect and analyze data to address that problem; and
- Critique or question research reports and outcomes to see the potential problems that might compromise the research outcomes.

Grade Breakdown

The following table represents the grade breakdown of this course. For a more detailed description of the weekly content and the assessment check out the Detailed Course Schedule:

Activities and Assignments	Weight (%)
Weekly Quiz (Week 1, 2, 4, 5, 7, 11)	30% ^A
Literature Review Summary Table	20% ^B
Content Analysis Worksheet	10% ^B
Research Critique Worksheet	15% ^B
Presentation: Your Research Design	25% ^A

Note: Assessment identified with ^A are assessed individually. Assessment items identified with ^B are to be completed in a team of two (2) students.

Your Instructor

This is where I am supposed to introduce myself. Instead of doing that here, I have recorded a short intro that is available in the Week 1 Lectures.

Textbook(s)

There is no textbook for this course. I have used Research Methods texts in the past, but in my experience they are very dry and most students do not read them. Instead, I am providing readings to support each lecture. If you want to follow-up on any of the concepts in the course you can certainly review any research methods text (or online resources) to take a deeper dive into the subject matter.

Course Reserves

Some of the course readings may have to be accessed through the course reserves. The Tutorial guide for each week will tell you how to access the course readings.

*Course Reserves can be accessed using the **Library Resources** widget on the **Course Home** page.*

Resources

[Library COVID-19: Updates on library services and operations.](#)

Course and Department Policies

Purpose: for students to understand policies specific to your course and your department.

Course Policies

Team Conflict and Individual Performance Management: Group work (teams of two students) is optional in this course for some of the major assessment items. As students in this course you represent yourselves, your program, Program, Faculty of Environment, and University of Waterloo. In the event of clear and ongoing poor performance, unresolvable conflict, or lack of effort by one or more members of a project team, the course instructor reserves the right to remove students from a group, reform groups, and to scope out an appropriate project and evaluation to meet course requirements.

Policy on Remarking of Assignments: If you feel a mistake has been made in marking on assignments you can request a remark *within 1 week of your grade being posted on LEARN*.

Inform the instructor of your specific request for remarking. You must specify the sections you want addressed, a rationale for why it deserves consideration, with specific reference to the rubric and assessment criteria. General requests are not acceptable. The Professor will remark the entire submitted work for consistency with the rubric, with special attention to the specific request noted by the student. The mark may increase or decrease as a result.

Policy on Late Submissions: Please advise the instructor of any issues as soon as you are able to, and preferably before the assignment deadline.

University and Faculty Policies

Purpose: for students to understand the University Policies that pertain to them being a student in the course.

Mental Health: The University of Waterloo, the Faculty of Environment and our Departments/Schools consider students' well-being to be extremely important. We recognize that throughout the term students may face health challenges - physical and / or emotional. **Please note that help is available.** Mental health is a serious issue for everyone and can affect your ability to do your best work. Counselling Services <https://uwaterloo.ca/campus-wellness/> is an inclusive, non-judgmental, and confidential space for anyone to seek support. They offer confidential counselling for a variety of areas including anxiety, stress management, depression, grief, substance use, sexuality, relationship issues, and much more.

All students are encouraged to download the WatSAFE app which is available free through the google and iOS app stores. The WatSAFE app provides on- and off-campus contacts for students in distress, including international students, and other information related to campus safety and security.

Religious Observances: Students need to inform the instructor at the beginning of term if special accommodation needs to be made for religious observances that are not otherwise accounted for in the scheduling of classes and assignments.

Unclaimed assignments: All of our assessment is scheduled to be submitted online. Should anyone need to submit paper copies this policy will be in effect. Unclaimed assignments will be retained until one month after term grades become official in quest. After that time, they will be destroyed in compliance with UW's [confidential shredding procedures](#).

Communications with Instructor and Teaching Assistants: All communication with students must be through either the student's University of Waterloo email account or via LEARN. If a student emails the instructor or TA from a personal account they will be requested to resend the email using their personal University of Waterloo email account.

Recording lecture: Use of recording devices during lectures is only allowed with explicit permission of the instructor of the course. If allowed, video recordings may only include images of the instructor and not fellow classmates. Posting of videos or links to the video to any website, including but not limited to social media sites such as: facebook, twitter, etc., is strictly prohibited.

Academic integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check the [Office of Academic Integrity](#) for more information.]

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70..Student Petitions and Grievances, Section 4](#). When in doubt, please be certain to contact the department's administrative assistant who will provide further assistance.

Discipline: A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her actions. [Check the [Office of Academic Integrity](#) for more information.] A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate associate dean. For information on categories of offences and types of penalties, students should refer to [Policy 71..Student Discipline](#). For typical penalties, check [Guidelines for the Assessment of Penalties](#).

Appeals: A decision made or penalty imposed under [Policy 70..Student Petitions and Grievances](#) (other than a petition) or [Policy 71..Student Discipline](#) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72..Student Appeals](#).

Note for students with disabilities: [AccessAbility Services](#), located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

Turnitin.com: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

University policies are from the [Course Outline Template](#).

Coronavirus Information

The [COVID-19 Information](#) website provides updated information on COVID-19 and guidance for accommodations due to COVID-19.

Territorial Acknowledgement

Purpose: to acknowledge Indigenous peoples' presence and land rights, to recognize that we benefit from the land, to prompt reflection, in the spirit of Truth and Reconciliation.

"We acknowledge that we live on the traditional territory of the Neutral, Anishinaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes six miles on each side of the Grand River."

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